

RMS

Chief, Management Staff

31 January 1958

Chief, Records Management Staff

Weekly Report - Week Ending 29 January 1958

1. Contributions

a. Tangible

- (1) Completed installation of Subject-Numeric Filing System in Office of Chief, Evaluation Division and removed 8 cu. ft. of material for destruction or transfer to inactive records.
- (2) Completed the revised Records Control Schedule for the Instructional Branch/OTR.
- (3) Submitted proposal to Medical Staff for installation of shelf filing. Forty cabinets will be returned to stock and the net tangible savings will be \$2100.
- (4) Began installation of Subject-Numeric Filing System in Office of the Chief, Geographic Area/OTR. Twelve cu. ft. of records retired and 2 cu. ft. destroyed.
- (5) Completed 16 new and revised forms.
- (6) One hundred and ten cu. ft. of inactive records were transferred from 11 Agency offices to the Records Center. Twenty cu. ft. of records destroyed by the Records Center.
- (7) Recommended disapproval of an Employee Suggestion which proposed different colored tissues for general correspondence to indicate security classification and for other purposes.

b. Intangible

- (1) None

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel. 25X1A8a
- (2) Office of Operations/ [REDACTED]
- (3) OTR. See 1a(2).

b. Installation of Filing Systems.

(1) Installation started in Geographic Area. See 1a(4).

(2) Office of Personnel. See 1a(1).

c. Thirty-five new and revised forms pending.

d. Forms Management Survey, Printing Services Division.

e. Shelf File Installations.

(1) Medical Staff. See 1a(3).

(2) Map Library/CHM.

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f. Audit of Subject File Installation. Personnel Procurement Division.

3. Assignments - Inactive

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a.  Space Layout and Equipment Survey.


b. Industrial Register, Shelf File.

c. Office of Security, Shelf file.

d. Film Index, Graphics Register, Special Card File.

4. News

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a. The Office of DD/S has requested that we revise the travel order in accordance with specific suggestions made by the  DD/P.

b. We are assisting the Office of General Counsel/CHS and the Medical Staff in transferring some of their records to the Records Center.

c. The ARO, DD/P has informally advised that their request for space in the Records Center will probably exceed the estimates given us previously.

d. The Chief of the Forms Management Program, National Security Agency, visited us.

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Mgt/S/RMS/  :fjm (31 Jan 58)